

Headquarters U.S. Air Force

Integrity - Service - Excellence

HQ AFCESA Contracting Flight

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AFCEA CONTRACTING FLIGHT

- **Contract Rules and Procedures**
 - **AFCEE established procedures**
 - **Selection criteria**
 - **Contracting Officer Responsibilities**
 - **Contractor Responsibilities**
 - **Post Award Contract Administration**

- **Year-End**

- **Summary**



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ESTABLISHED PROCEDURES

- **Task Orders issued IAW established AFCEE procedures**
- **Contracting Officer (CO) will send out a Request for Proposal (RFP)**
 - **Email Proposals - submit 5 to 15 business days**
 - **Proposals shall include comprehensive technical and management approach, detailed pricing, and task schedules**
 - **Use AFCESA pricing/cost templates for faster execution**
 - **Technical review by AFCESA and Base Program Managers (PMs)**
 - **Discussions and negotiations**
 - **Award**



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CONTRACTOR “FAIR OPPORTUNITY” SELECTION CRITERIA

- **Customer satisfaction**
- **Specific technical and management capability**
- **Proximity to work site**
- **Availability of labor and resources**
- **Contractor past performance**
 - **Cost control**
 - **Quality of work**
 - **Timeliness**
 - **Compliance with environmental/local procedures**
- **Schedule**
- **Cost/Price**
- **Bonding capacity**



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Contracting Officer (CO) Responsibilities

- **CO Ensures:**
 - **Performance**
 - **Compliance with all terms of the contract**
 - **Only person authorized to give direction**

- **Remember Project Managers (PMs) do NOT:**
 - **Give direction that changes requirements**
 - **Direct changes that affect price, quantity & schedule**
 - **Perform functions of the administrative CO**
 - **Direct accomplishment of effort beyond the Statement of Work (SOW)**



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Contractor Responsibilities

- **Contractors should know:**
 - **Statement of Work**
 - **Technical proposal**
 - **Project Cost – Note: final negotiated amount is binding**
 - **Contracting Officer Representative (COR)/Advisor**
 - **Contract signed by the Contracting Officer**



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Post-Award Contract Administration

AFCESA will perform concept to completion services

- **Contract Management**
 - **Track Contractor performance**
 - **Report to AFCEE on a quarterly basis**
- **Project Management – physical completion**
- **Financial Management – financial completion**

Options available for construction management

- **Local base Civil Engineer (CE) personnel at no cost**
- **AFCESA personnel at cost**
- **Title II services through an A/E at cost**



- **Requirements**
- **Issued end-of-year letter to all MAJCOMs**
- **Issue RFPs with availability of funds language**
 - **Straddle Funding – Straddle “A” and Straddle “B”**
- **Negotiate and shelve proposals awaiting funds**
- **Time sensitive!**
- **Contractor POCs must be readily available in Sep**

GOAL—No lost funds!



Summary

- **AFCESA is the S/R&M Center of Expertise—You are an extension of AFCESA**

- **Together, We Keep the Customers Happy!**
 - **Contractor assists Air Force with technical solutions**
 - **Base establishes requirements and provides to AFCESA**
 - **Air Force develops Independent Govt Est (IGE)**
 - **Use the Pricing Templates**

- **Decentralized Ordering**
 - **Not provided using AFCESA contract headroom**
 - **AFCEE issues when AFCESA notifies them**

- **Industry Day for AFCESA S/R&M acquisitions in the Fall**